### New Alternate Route Teachers - Certificate of Eligibility (CE) How to Obtain your Standard Teaching Certificate

A Guide to the Provisional Teacher Process (PTP)

There are teacher responsibilities and district responsibilities. Unless noted otherwise, the flow chart below are responsibilities of the teacher

#### COMPLETE PREPARATION PROGRAM



## START EMPLOYMENT

## MAINTAIN EMPLOYMENT: Mentoring

# MAINTAIN EMPLOYMENT: Evaluation



Review Requirements Initial Certificate (CE)

Enroll in a New Jersey approved

CE Preparation Program

and obtain your CE prior to

accepting employment in a New

Jersey public school

- You must apply online using the <u>Teachers Certification</u> Information System (TCIS)
- To check your application status, access the <u>TCIS</u> <u>Application Status Check</u> system
- •\$170 fee to apply for your CE

Cost varies by <u>program</u>

Be Registered in the PTP Program by your District

To legalize your employment, your district must register you for a Provisional Certificate.

- Your school district\* must register you in the <u>online</u> <u>system (PLRMS)</u>
- You can verify your provisional license by the TCIS database
- A Provisional Certificate is valid for a period of two years and may be renewable for another provisional period
- •There is <u>no cost</u> to register in PTP Program

Be Mentored During Your 1st 30 weeks of Teaching

Your district must assign a mentor during your 1st year of teaching for a minimum of 30 weeks.

- Should you change districts mid-year, please use this mentor tracker to show your next district how many weeks you have left
- •If you are a part-time teacher, mentoring is extended until you have completed 1 year of mentoring or 30 weeks (district's should include this info when registering you in the PTP Program)
- •\$1000 is paid through the district to the mentor teacher

Be <u>Evaluated</u> by your district supervisor each year

Annually, you must be evaluated by your district in accordance with <u>AchieveNJ</u> using your district's approved rubric

- As a non-tenured teacher, you must receive a minimum of 3 observations (at least 20 minutes each) by your district
- You must earn at least 2 years of effective or highly effective final evaluation ratings under a provisional license, which your district will enter into the online PLRMS system
- •There is <u>no cost</u> to be evaluated

Apply for your Standard Certificate

You must apply online using <u>TCIS</u> once you have successfully completed the **Provisional Teacher Process** 

- You must have met all of the following:
- 1) Completed 30 weeks of mentoring
- 2) Complete and pass teacher performance assessment (\$300)
- 3) Earn 2 years of effective or highly effective final evaluation ratings on a provisional license
- •There is \$100 fee for a standard license if you hold a CE

\*Note that if you change school districts (not schools within a district) during the provisional year and begin teaching in a new school district, a new provisional certificate will be required.